

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATIVE ASSISTANT MIDDLE KEYS OPERATIONS

Date: 4/12/99

Position Level: 8

FLSA Status: Nonexempt

Class Code: 1112

GENERAL DESCRIPTION

Primary function is to perform specialized office and administrative work within the department.

KEY RESPONSIBILITIES

1. Acts as personal secretary/administrative aide to the Supervisor.
 2. Maintains the supervisor's calendar, schedules appointments, and makes travel arrangements. Keeps supervisor informed of scheduled appointments.
 3. Assists in budget preparation and monitoring budget control.
 4. Takes and transcribes minutes of meetings as required.
 5. Receives and routes all incoming mail and faxes for necessary action.
 6. Processes purchase orders, invoices and travel vouchers for the department.
 7. Types and composes correspondence.
 8. Answers telephone and greets public.
 9. Maintains office stock supplies.
 10. Prepare and/or research agenda items as necessary.
 11. Other clerical and administrative duties as assigned.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR ADMINISTRATIVE ASST	Class Code: 1112	Position Level: 8
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters
<i>Other:</i>	Valid Florida Drivers License

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

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On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____